

## VMR- VRO GUIDELINE - WHEN TO USE/ENTER COMMENTS

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### Checklist Reference – HOW TO ENTER COMMENTS

Narrative –The comment box located on the location tab is used for communication between the Vendor Registry Office and the VMR's of institutions of higher education. This is the place to explain why a change was made, who made the change, and the date the change was made.

When Vendor Registry investigates a problem vendor, the first place they look on a new effective-dated row is the Comments section. This is the quickest and best method of communication. If a change is not documented here and questions arise, expect a call from Vendor Registry for help solving the problem.

### Questions:

#### Which location should be used when entering comments?

- Changes/comments relating to the entire vendor record are to be recorded on the 'Main' location.
- Changes/Comments specific to a single location are to be entered on that location only.

#### What should be entered in the comments?

- The reason why the change is being made.
- The initials of who made the change.
- The BU acronym indicating where the user making the change is located.
- The date of the change.
- Example: 'Inactivated due to duplication. OMB/RW 5/02/2007'.

If any question should arise concerning the change VRO will contact whoever made the change for an explanation.

#### Would there be any change that would not require a comment?

No, any change to a vendor requires a comment to entered.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*